



# Township of Havelock-Belmont-Methuen

Accessibility Plan 2013 - 2018

## **Legislation**

### **Ontarians with Disabilities Act, 2001**

The Ontarians with Disabilities Act, 2001 (ODA) was passed into legislation by the Government of Ontario on December 31, 2001. The Act ensures that persons with disabilities have improved opportunities, and provides for their involvement in the identification, removal, and prevention of barriers. In September 2002, the Lieutenant Governor proclaimed that all municipalities must have a municipal accessibility plan adopted and published by no later than September 30, 2003.

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The Minister responsible for the AODA is required to establish a process to develop and implement all accessibility standards necessary to achieving the purposes of this Act. Within this process, standards development committees are established by the Minister to develop proposed accessibility standards.

### **The Five Accessibility Standards**

1. Customer Service
2. Employment
3. Information and Communications
4. Transportation
5. Design of Public Spaces

### **A “Disability” is**

a) Any degree of physical disability, infirmity, malformation or disfigurement caused by bodily injury, birth defect or illness, and includes, but is not limited to: diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal, or on a wheelchair or other remedial appliance or device.

b) A condition of mental impairment or a developmental disability;

c) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;

d) A mental disorder; or

e) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

The Accessibility for Ontarians with Disabilities Act, 2005 defines a “barrier” as anything that stops a person with a disability from fully taking part in society because of that disability. Some barriers include:

- physical barriers, e.g. a step at the entrance to a store;
- architectural barriers, e.g. no elevators in a building of more than one floor;
- information or communications barriers, e.g. a publication that is not available in large print;
- attitudinal barriers, e.g. assuming people with a disability cannot perform a certain task when in fact they can;
- technological barriers such as traffic lights that change too quickly before a person with a disability has time to get through the intersection; and
- barriers created by policies or practices, for instance not offering different ways to complete a test as part of job hiring.

# **Township of Havelock-Belmont-Methuen**

Centrally located between Belleville and Peterborough and only 90 minutes from Toronto, Havelock-Belmont-Methuen is a charming rural community at the southeast corner of the County of Peterborough.

Surrounded by scenic lakes and rivers, the Township offers outdoor enthusiasts a host of activities such as hiking, boating, fishing and camping. The scenic rural countryside compliments the waterways with a rich history of early settlements, railroading, resorts and mining ventures.

The Township provides a balance of services to support our permanent and seasonal residents as well as the many tourists that visit the area.

## **Municipal Structure**

The Township of Havelock-Belmont-Methuen is composed of a Mayor, Deputy Mayor and 3 Councillors representing 2 wards and one Councillor-at-large. The Municipality provides a wide range of services for its citizens.

## **5 Year Action Plan**

As part of the Integrated Accessibility Standards Regulation (IASR), a multi-year action plan is required for compliance.

This multi-year document will outline the Township's strategy to prevent and remove barriers and meet its requirements under the Regulation. The Accessibility Plan will be posted on the website, and also be available at Township Office, and provided in an accessible format upon request.

The Township is committed to following through with this plan. A staff committee has been assigned to the duties of ensuring compliance with the accessibility requirements and will monitor this plan to ensure targets are achieved, and re-evaluated to adapt to changing circumstances.

The Township will continue to work toward compliance deadlines.

## **Projects Completed**

### **Customer Service Standard:**

- Completed necessary updates to the front counter in the township office to meet accessibility requirements.
- Updates to arena for accessibility.
- Completed the necessary training for Accessible Customer Service.
- Completed and made available the Customer Service Policy for the Township.
- Completed the procedures required for accessible customer service.
- Installed a ramp at the Kasshabog Lake Library.
- Completed renovations at the Havelock Library including a ramp installation and accessible washroom.
- Installed automatic doors at the Township office, Council Chambers, Medical Centre, Arena and Cordova and Havelock Libraries.
- Completed sidewalk renovations on the major areas of travel including better ramping and directional indicators.

### **General Requirements:**

- Completed general township policies
- Completed and adopted the multi-year accessibility plan
- Amended the township policy to procure or acquire goods, services or facilities

### **Employment Standard:**

- Workplace Emergency Response information

### **Information and Communication Standard:**

- Consider updating requirements of the Township websites for the future.
- Libraries have access to accessible materials that can be made available to the public when requested.
- Updated existing emergency information.

### **Transportation Standard:**

- Ensured taxicab company is aware of requirements for persons with disabilities' needs.
- Provided taxicabs with proper identification for persons with disabilities.
- Completed a municipal-wide poll regarding the need for accessible taxicabs.

## **Design of Public Spaces Standard:**

- There have been no requirements due

## **Other**

- The municipal budget has an Accessibility Reserve for projects that need to be completed to improve accessibility in the Township. There has been an annual dedication of funds over the years for this purpose.
- A staff steering committee has been established to discuss accessibility needs within the Township. This group meets throughout the year to ensure the deadlines are being met for the legislation and accessibility needs are being addressed.

# **Accessibility Requirements to be completed in 2014**

## **General Requirements:**

- Training will be given to staff who prepare documents for the public, specifically posted on the Township website.
- Training will be delivered to staff and Council with regard to the policies and plans.
- Records will be maintained regarding training provided, dates of training and names of individuals trained.

## **Employment Standard:**

- Notify employees and the public about the availability of accommodation for applicants with a disability in the Township's recruitment process.
- The Township will notify applicants when selected for assessment or selection process, that accommodations are available upon request.
  - If a selected candidate requests accommodation, the Township will consult with the applicant to provide or arrange for an appropriate accommodation that takes into account the applicant's needs due to a disability.
- Inform new and current employees of accommodations available to complete their duties.
- Consult with any employee who requires the provision of accessible formats and communication supports for information needed to perform the employee's job and for information that is generally available to employees in the workplace, upon request.
- Develop a written process to complete individual accessibility plans for employees upon request. The workplace emergency response information will be included in this plan.
- Develop a process for employees returning to work with a disability
- Develop policies regarding performance management, career development and advancement and redeployment with equal opportunity for persons with disabilities

## **Information and Communication Standard:**

- The feedback system developed for the Customer Service Standard will be reviewed and changes will be made, if necessary.
  - Any other feedback system developed by Township will be provided in an accessible manner.

### **Transportation Standard:**

- There are no Transportation requirements due in 2014

### **Design of Public Spaces Standard:**

- There are no Design of Public Spaces requirements due in 2014

# **Accessibility Requirements to be completed in 2015**

## **General Requirements:**

- There are no General requirements due in 2015.

## **Employment Standard:**

- There are no Employment requirements due in 2015.

## **Information and Communication Standard:**

- The Township will look at all documents circulated to the public that are created by the Township for ways to make it more accessible.
- The Township documents that are circulated to the public will be completed in an accessible manner or able to be described in an accessible manner when requested.
- Township staff will consult with individuals about their specific need for accommodation when providing information in an accessible format.

## **Transportation Standard:**

- There are no Transportation Requirements due in 2015.

## **Design of Public Spaces Standard:**

- When redesigning existing or designing new recreational trails, the Township will consult with the public and people with disabilities. Specifically, consultation will focus on:
  - The trail's slope,
  - The need for and location of ramps on the trail and
  - The need for, location of and design of rest areas, passing areas, viewing areas, amenities and other features on the trail
- The Township will meet certain technical requirements such as minimum height and width requirements and maximum slope requirements when redesigning existing or designing new beach access routes.
- Any new boardwalks or ramps incorporated in the trails or access routes will meet minimum requirements.
- All requirements will be met unless it is not practicable to do so. This will include:
  - Site constraints that reasonably prevents compliance;

- properties protected by the Ontario Heritage Act, the Historic Sites and Monuments Act (Canada) or the United Nations Educational, Scientific and Cultural Organization's (UNESCO's) World Heritage List, or
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**Transportation Standard:**

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**Design of Public Spaces Standard:**

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# **Accessibility Requirements to be completed in 2015**

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## **Accessibility Requirements to be completed in 2016**

### **General Requirements:**

- There are no General requirements due in 2016.

### **Employment Standard:**

- There are no Employment requirements due in 2016.

### **Information and Communication Standard:**

- There are no Information and Communication requirements due in 2016.

### **Transportation Standard:**

- There are no Transportation Requirements due in 2016.

### **Design of Public Spaces Standard:**

- There are no Design of Public Spaces requirements due in 2016.

## **Accessibility Requirements to be completed in 2017**

### **General Requirements:**

- There are no General requirements due in 2017.

### **Employment Standard:**

- There are no Employment requirements due in 2017.

### **Information and Communication Standard:**

- There are no Information and Communication requirements due in 2017.

### **Transportation Standard:**

- The Township will review the need for accessible taxicab.

### **Design of Public Spaces Standard:**

- There are no Design of Public Spaces requirements due in 2017.

## **Accessibility Requirements to be completed in 2018**

### **General Requirements:**

- The Township will review the Multi-year accessibility plan to include update the goals met as well as project new goals into the short-term and long-term.

### **Employment Standard:**

- There are no Employment requirements due in 2018.

### **Information and Communication Standard:**

- There are no Information and Communication requirements due in 2018.

### **Transportation Standard:**

- There are no Transportation requirements due in 2018.

### **Design of Public Spaces Standard:**

- There are no Design of Public Spaces requirements due in 2018.

# Post 2018 Accessibility Requirements

## Information and Communication Standard: Due January 1, 2021

- Ensure that the Township websites meet the WCAG 2.0 Level AA.

Once the Township completes a review of the Multi-Year Plan in 2018, there may be changes that will need to be made. Also, if the Province releases new requirements prior to 2018, they will be reflected in an update.

This multi-year plan will be made available on the website for public viewing at [www.hbmtwp.ca](http://www.hbmtwp.ca).

Alternate formats of this Plan will be available upon request by contacting the Township office.

Township of Havelock-Belmont-Methuen  
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